



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE, SW
FORT MCPHERSON, GEORGIA 30330-1062

MAR 24 2008

AFPE-EE

**MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS/UNITS
REPORTING DIRECTLY TO FORSCOM**

**SUBJECT: Reasonable Accommodation (RA) Policy for Individuals with
Disabilities**

1. References.

- a. Rehabilitation Act of 1973, as amended.
 - b. Army Regulation 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, dated 15 December 1983.
 - c. The Americans with Disabilities Act of 1990.
 - d. Executive Order (EO) 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," dated 26 July 2000.
 - e. The Equal Employment Opportunity Commission (EEOC) Management Directive 715.
- 2. Forces Command is fully committed to providing Reasonable Accommodation (RA) for qualified employees and applicants with disabilities unless doing so would cause an undue hardship to the organization. RA is "a modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability." Undue hardship means significant difficulty or expense and focuses on the resources and circumstances of the particular employer in relationship to the cost or difficulty of providing a specific accommodation.**
- 3. An employee or applicant with a disability who requires a RA should submit a request to management identifying the modification or adjustment needed. Management should document their actions or decisions taken as a result of any request for accommodation, engage in an interactive process with the employee or applicant, and request guidance from the appropriate FORSCOM officials**

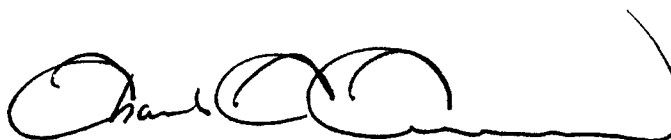
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(EEO officials, labor attorneys, etc.) to determine what modifications or changes are required. Management will maintain confidentiality of the employee or applicant's medical information, including the existence of a disability.

4. For additional information regarding the reasonable accommodation process, contact the FORSCOM EEO Office at 404-464-7233/7384 (DSN 367).

5. This policy is effective until it is rescinded.

A handwritten signature in black ink, appearing to read 'Charles C. Campbell', with a large, stylized flourish extending to the right.

CHARLES C. CAMPBELL
General, USA
Commanding

CF:

FORSCOM CHIEFS, PRIMARY AND SPECIAL STAFF AGENCIES
FORSCOM HEADQUARTERS EMPLOYEES